

INTERAGENCY INFORMATION COLLECTIONS AND REPORTS PROCEDURES

- 1.** This attachment provides the necessary procedures for establishing, revising, and canceling Federal Interagency information collections the United States Transportation Command (USTRANSCOM) imposes on other Federal agencies or that another Federal agency imposes on USTRANSCOM. Interagency collections are reviewed and cleared by the General Services Administration (GSA).
- 2.** GSA approval through the Air Force Communications and Information Center, Information Technology Investment Division, Analysis Branch (AFCIC/ITIA) is required for each new, revised, or extended information collection requirement imposed on other Federal agencies. Prior to requesting GSA approval, complete the following:
 - 2.1.** Review Department of Defense (DoD) 8910.1-L to decide if a proposed collection can be met by an existing collection.
 - 2.2.** Review existing Interagency collections for possible improvements when submitting requests to extend clearances.
 - 2.3.** Provide responding agencies the opportunity to comment on each proposed new or revised Interagency report collection.
 - 2.4.** Obtain GSA approval through AFCIC/ITIA to collect test information from other Federal agencies to do a pilot test of the system if the estimated cost for a new or substantially revised report exceeds \$500,000.
- 3.** USTRANSCOM shall accomplish the following when responding to information collections from other Federal agencies:
 - 3.1.** Reply within 30 calendar days to other agencies' written requests for cost estimates concerning their existing or proposed Interagency information collections.
 - 3.2.** Respond to approved Interagency collection reports as specified.
 - 3.3.** Refrain from responding to Interagency report collections not approved by GSA and inform AFCIC/ITIA of the unlicensed collections.
- 4.** Report collections exempt from Interagency licensing procedures include:

4.1. Collections for security classified information are exempt; however, Interagency report collections for non-security classified information are not exempt, even if such information is later given a security classification by the requesting agency.

4.2. Operating documents exchanged between and among Federal agencies are exempt.

4.3. Presidential collections in Presidential directives are exempt.

4.4. Office of Management and Budget (OMB) budgetary, program review and coordination, and legislative clearance collections are exempt.

5. Organizations exempt from licensing Interagency reports include Legislative Branch collections in statutes or congressional committee requests, and Judicial Branch collections in court orders or other judicial determinations.

6. Directorates/Direct Reporting Elements (DREs) will prepare packages to establish or revise Interagency information collections in the following manner:

6.1. Submit original Standard Form (SF) 360, *Request for Clearance of an Interagency Reporting Requirement*. (See Attachment 11 for sample form.)

6.2. Submit a copy of the final draft of the instrument of collection.

6.2.1. If the instrument of collection is a form, USTRANSCOM Publications and Forms Division, Office of Information Management (TCIM-P) will prepare the final draft in FormFlow.

6.2.2. If the instrument of collection is not a form, USTRANSCOM Freedom of Information Act, Privacy Act, and Reports Management Division, Office of Information Management (TCIM-F) will write in "IRCN: _____" in upper right-hand corner and just below that, "Expiration Date: _____".

6.3. Submit justification statement to include:

6.3.1. Why the report is needed and how it will be used.

6.3.2. Benefits (in dollar value, if possible) expected to derive from the collected information.

6.3.3. Assessment of the likelihood of achieving benefits.

6.3.4. Affect on the program if information is not collected.

6.3.5. Identity of responding agencies that took part in designing, testing, and estimating the cost of the proposed information collection.

6.3.6. Identity of agencies and summary of agreement/disagreement with proposed collection report.

6.3.7. Description of how often the information collections reports will be submitted; how exception reporting and sampling techniques might be used; how respondents will be selected; the obligation of respondents to comply; detail included in report; and the format and method of transmission intended for the report.

6.4. TCIM-F will check the package for completeness, duplication, proper coordination, and compliance with GSA requirements agreed to during the initial discussions and forward an original and four copies of the package to AFCIC/ITIA.

6.5. After approval, GSA assigns an Interagency Report Control Number (IRC�) and expiration date, returns the SF 360 to AFCIC/ITIA, and enters the report in the GSA Inventory of Approved Interagency Reports.

7. Agencies responding to an Interagency report collection must reply within 30 calendar days to written requests for cost estimates for an existing or proposed Interagency collection. Responding agencies must also submit their comments within 30 calendar days on any proposed report collection.

8. Notifications of Approvals, Extensions, and Cancellations:

8.1. The office of primary responsibility (OPR) will notify responding agencies of approved collections by directive or by correspondence. TCIM-F will coordinate on directive or correspondence which will include: purpose, report title, mandatory or voluntary, Interagency IRC�, format, preparation instructions, responding agencies, frequency, number of copies, mailing address, due date, name and telephone number of contact person, and whether mandatory reports require a negative response. The OPR will furnish two copies of the implementing instruction, directive, or correspondence to TCIM-F for forwarding to AFCIC/ITIA who shall retain one copy and forward the other copy to GSA.

8.2. Requests for extensions of revised information collections will be submitted to TCIM-F two weeks before the 60-day expiration date. TCIM-F will forward to AFCIC/ITIA.

8.3. Requests for cancellation of Interagency information collections will be submitted to TCIM-F. TCIM-F will notify GSA, through AFCIC/ITIA, and responding agencies by correspondence. GSA will then discontinue the collection requirement on the expiration date unless they receive a request for an extension.

